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DD/S 68. 4/214

RECORDS ADMINISTRATION PROGRAM

SECOND QUARTER REPORT

1 July 1968

A C C O M P L I S H M E N T S

RECORDS CREATION

A. Forms Management Actions Completed this Quarter:

New Forms Designed and Issued	62 (597,800 copies)
Old Forms Revised and Issued	63 (1,434,400 copies)
Old Forms Obsolete and Removed	16 (29,000 copies)

B. Other Forms Developments:

1. The new CSC "Application for Federal Employment" forms have been received by this Agency and issued. These 3 new forms replace the old forms 57 and 57A. We prepared a paragraph on it for the Support Bulletin.
2. Six new or revised FEGLI (Life Insurance) forms were ordered from GSA for our new program.
3. Four new and one revised Optical Scanning forms were designed and printed for Office of Computer Services and Central Reference Service.
4. A new "Headquarters Reassignment Questionnaire" was designed and printed for DDP. This form will be completed during 1968 by all Clandestine Services employees at the time of their Fitness Reports and then updated every two years. Field personnel will complete theirs as they return to headquarters.
5. Office of Finance also requested a Headquarters Reassignment Questionnaire to aid in reassignments. These will be filled out in 1968 and updated, when necessary, every two years.
6. Twelve new "Documentation" forms were designed by OCS/DDS&T for use in documenting computer programs and program runs.

*An impressive record of
accomplishments - stick
up to good work.*

*RBB
26 Aug 68*

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